

OpenMTA Implementing Letter

The purpose of this letter is to provide a record of the material transfer, to memorialize the agreement between the Provider Scientist (identified below) and the Recipient Scientist (identified below) to abide by all terms and conditions of the Open Material Transfer Agreement (“OpenMTA”), and to certify that their respective organizations have accepted and signed an unmodified copy of the OpenMTA. The Authorized Officials of the Provider and Recipient organizations must sign this letter if the Provider Scientist or Recipient Scientist are not authorized to certify on behalf of their respective organizations.

The Recipient Authorized Signatory should sign two copies of this letter and forward to the Provider. The Provider Authorized Signatory should sign both copies of the letter and return one signed copy to the Recipient. The Provider Scientist will then forward the material to the Recipient Scientist.

Provider (the organization providing the Original Material)	Recipient (the organization receiving the Original Material)
Name:	Name:
Address:	Address:

Provider Scientist	Recipient Scientist
Name:	Name:
Title:	Title:

Additional Information	Shipping Address
	Name:
	Address:

Original Material (description of the material being transferred, including any identifiers)

If checked, the following optional terms apply to this Agreement:

- A transmittal fee of _____ shall be paid by Recipient to Provider, for preparation and distribution costs.
- Recipient agrees to provide appropriate acknowledgement of the source of the Material in all publications.
- Recipient agrees to notify the Provider upon redistribution of the Material to third parties.
- Information relevant to the status of the Material is provided in an attachment.

This Implementing Letter is effective when signed by all parties. The parties executing this Implementing Letter certify that their respective organizations have accepted and signed an unmodified copy of the OpenMTA, and further agree to be bound by its terms, for the transfer specified above.

Provider Authorized Signatory

I hereby certify that the Provider organization has accepted and signed an unmodified copy of the OpenMTA, and further agree to be bound by its terms, for the transfer specified above (May be the Provider Scientist if authorized by the Provider organization):

Signature

Print Name

Title

Date

Recipient Authorized Signatory

I hereby certify that the Recipient organization has accepted and signed an unmodified copy of the OpenMTA, and further agree to be bound by its terms, for the transfer specified above (May be the Recipient Scientist if authorized by the Recipient organization):

Signature

Print Name

Title

Date